



Date of Council Meeting: December 9, 2013

**TOWN OF LEESBURG  
TOWN COUNCIL INFORMATION ITEM**

**Subject:** Board and Commission Webpages

**Staff Contact:** Betsy Fields, Research & Communications Manager

**Recommendation:** Memo is provided for informational purposes only.

**Issue:** Do all of the webpages for the Town's boards and commissions provide the same information to the public in a consistent format?

**Fiscal Analysis:** No impact.

**Background:** Council Member Burk requested that the webpages for all Town boards and commissions follow a consistent format, in order to ensure that the same information for each body is available to the public.

The "standard" format for board and commission pages is:

- About the Commission (or Board)
- Meetings (time & location)
- Commission Members (with email links)
  - Group Email Address
  - Staff Liaison
- Commission Documents (links to agendas, meeting packets, approved minutes and other documents posted either on the website or on Laserfiche)
- Links & Related Information

With only minor variations, all Town board and commission pages follow this format, except the AADP Committee page.

The following commissions do not yet have a group photo on the webpage: Airport Commission, Board of Zoning Appeals, Environmental Advisory Commission, Parks & Recreation Commission, Commission on Public Art, Thomas Balch Library Commission and Watershed Committee. Staff liaisons will be taking photos at the December meetings for these boards and commission, if held.